



POSITION DESCRIPTION

Department: Information Technology

Position: IT Specialist

Hourly Rate: \$58,401 (2007)
\$52,561 (Pro-rated)

Status: Exempt
Local #: AFSCME, Local 1917

Position Description: Reporting to the IT Director, this position is responsible for the implementation, maintenance, and support of the Township's computer systems. This level of support encompasses all applications, hardware, software, and networking. The employee will be required to serve as an analyst, consultant, technician, programmer, and trainer.

Position requires: frequent contact with employees and outside vendors. Strong interpersonal skills; and a proficient working knowledge of information technology and the Microsoft Office Suite program.

Duties and Responsibilities:

- Keeps abreast of changes and improvements to computer hardware and software. Evaluates new hardware and software products and determine their applicability to the Township.
- Maintains professional contacts with other organizations, equipment manufacturers, etc. regarding computer applications and equipment.
- Coordinates with other departments regarding the purchase, installation, and set-up of equipment specific to their needs.
- Diagnoses and resolves all related computer problems (i.e. systems, hardware and software).
- Installs new hardware and software, and ensures integration of networks.
- Maintains and supports agreements.
- Performs other duties as required by the IT Director.

Education:

- High School Graduate or GED required. Bachelor's degree in computer science or related field preferred.

Work Experience:

- Five (5) years of full-time employment in an IT function: Windows operating systems; Informix database; Visual basic programming language; and Internet. Munis, BS&A, and Fire Tools experience in the public sector preferred.

Other Skills/Abilities:

- Extensive knowledge of personal computers and peripheral equipment such as printers, monitors, CD-ROM drives, modems and scanners.
- Proficient in word processing, spreadsheet, database, desktop publishing, and utility software with emphasis on Microsoft Office Suite programs.
- Experienced in data collection and communication techniques, networking, and transferring data/files between IT systems.
- Ability to establish and maintain good working relationships with employees, department heads, elected officials, vendors, and citizens.
- Ability to communicate effectively in writing and verbally.
- Ability to identify, understand, and evaluate the business need for a computerized system and its application within budgetary limitations.
- Ability to think logically and analytically in solving problems and interpreting data.
- Ability to travel to various Township department/locations to service users and equipment.
- Ability to pass a pre-employment drug screen and complete a post-offer physical examination.

Licenses, Certifications:

- Must possess a valid Michigan driver's license in good standing.

Peripheral Duties:

- Answer IT related questions from employees.
- Composes, types and edits a variety of correspondence, reports, and other material requiring judgment as to content, accuracy, and completeness.

Tools and Equipment used:

- Personal computer, network, phone, fax, scanners, copy machines, security systems, peripheral, etc.